



DEPARTMENT OF THE NAVY
NAVAL AIR WARFARE CENTER AIRCRAFT DIVISION
22347 CEDAR POINT ROAD, UNIT 6
PATUXENT RIVER, MARYLAND 20670-1161

NAVAIRWARCENACDIVINST 12451.3
732000A

JUN 21 2000

NAVAIRWARCENACDIV INSTRUCTION 12451.3

From: Commander, Naval Air Warfare Center Aircraft Division

Subj: AWARDS AND RECOGNITION PROGRAM

Ref: (a) NAVAIRINST 12451.1

Encl: (1) Area Commander's Award Criteria
(2) Award Nomination Form, NAVAIR 12451/1 (8/98)

1. Purpose. To establish reference (a) as the awards and recognition policy for the NAVAIRWARCENACDIV. Guidelines and procedures contained in reference (a) apply to the management of the NAVAIRWARCENACDIV awards and recognition program with the additions contained in paragraph 4.

2. Cancellation. NAVAIRWARCENACDIVINST 12451.2 of 8 July 1996.

3. Scope. This instruction applies to all sites that fall under the purview of the NAVAIRWARCENACDIV.

4. Additions

a. Enclosure (1) will be included in the Area Specific Awards section of the Award Handbook listed as enclosure (1) in reference (a). Nominations for the Area Commander's Award will be submitted using enclosure (2). Historical site specific or departmental awards not identified here will continue to be used as appropriate.

b. Enclosure (2) will be used to justify and document informal recognition awards. This form will be retained by the granting authority and will contain appropriate accounting information.

5. Policy. In the interest of controlling award-processing costs, it is the policy of the NAVAIRWARCENACDIV that On-the-Spot awards will range in value from \$200 to \$750.

NAVAIRWARCENACDIVINST 12451.3

JUN 21 2000

6. Review. The Director, Human Resources Office shall review this instruction annually, on its anniversary date, and revise as necessary.



J. W. DYER

Distribution:
List I

JUN 21 2000

AREA COMMANDER'S AWARD CRITERIA

1. Background. This award is meant to recognize teamwork at the Commander, NAVAIRWARCENACDIV level.

2. Description. The award is presented by the Commander, NAVAIRWARCENACDIV. Military employees may receive equal recognition.

3. Criteria. Consideration for this award shall be based on meeting all of the following:

a. Team effort and excellence that are directly related to the mission and represent an outstanding achievement in a specific problem area, or a breakthrough enabling mission accomplishment, or both. The achievement must demonstrate a team's effort in overcoming difficulty to solve problems or develop methods to enhance the operational capability of existing systems, or both.

b. Significant team achievements that enhance NAVAIRWARCENACDIV efforts by supporting fleet requirements or mission readiness. (Achievements can include, but are not limited to, development, accomplishment, or improvement of processes. They can be technical or non-technical, direct or support, tangible or intangible, site specific, intra-competency, or inter-competency.)

c. Exceptional teamwork promoting a positive work environment that demonstrates and enhances the principles of employee empowerment and ownership.

d. Significant accomplishments in at least eight of the following:

- (1) The team works well toward its goal.
- (2) The team functions well together.
- (3) The team solves conflicts in a timely manner.
- (4) The team values input from all members.

Enclosure (1)

JUN 21 2000

(5) Members foster honest, open, and forthright communication.

(6) All team members contribute.

(7) Members foster team cooperation.

(8) The team is aware of its strengths and weaknesses and works to enhance the abilities of all members.

(9) Members have the knowledge of what other members are doing and develop the skills to fill in as needed.

(10) The team strives toward excellence.

4. Procedures

a. Nominations will be submitted using enclosure (2), and will be forwarded to the responsible competency manager or team leader for review and forwarding to higher level authority for approval and coordination with the office of the Commander, NAVAIRWARCENACDIV.

b. All nominees, as well as recipients, will receive a letter of acknowledgement from the Commander, NAVAIRWARCENACDIV.

c. The awardees will be ceremoniously presented with a certificate and a plaque or other appropriate recognition items.